

City of Victorville Position Description

SENIOR ACCOUNT CLERK

DEFINITION

Under general supervision, assists the Finance Manager in coordinating and administering all record keeping in the Accounts Payable/Payroll and Revenue Management Section within a centralized accounting system of the Finance Department. Operates in the guidelines of a governmental fund accounting basis under a general law municipality; utilizes a personal computer and applicable spreadsheet/financial software programs and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the highest level in the Account Clerk series, reporting directly to the Finance-Manager. This class is differentiated from Account Clerk by both skill level of tasks performed and by the nature and extent of supervision received. Incumbents of this class work independently, and review of their work is generally done upon completion. The next higher class of Finance Manager differs from this class in that incumbents perform more responsible, varied, complex, or specified work under general direction.

TYPICAL TASKS

Checks, audits, and budget-codes requests for payment; enters check request/invoice information into computerized financial accounting system; researches budget check error listings, prints A/P checks and disburses funds; balances and prepares electronic check issuances file for bank; processes stop payment requests; reconciles monthly vendor statements; tracks purchase order encumbrances; accounts for and balances petty cash; prepares and performs data entry of journal entries and corrections; assists in reconciling bank deposits and disbursements with bank statement; balances deposit trust accounts, notes receivable, accounts receivable, and suspense accounts; prepares credit applications and W-9 forms; prepares 1099's and electronically transmits 1099 data; maintains mandated independent contractor reporting requirements; updates fixed assets records and performs annual reconciliation; balances various liability accounts; assists with financial system upgrades and testing; calculates and prepares salaried, variable and special compensation for employees; creates and inputs employee work schedules; sets up payroll calendars; records employee absences adjusting pay and vacation /sick leave balances; verifies and inputs time cards into computerized payroll system; enters changes to employee master records; processes new employee's paperwork and terminations; processes garnishments and miscellaneous payroll deductions; reviews various payroll registers, edits, corrects errors and balances payroll; prepares direct deposit file; prints payroll checks and advices; balances payroll liabilities; verifies health/life insurance billings for accuracy; calculates hourly wage plus benefits cost; prepares and submits employee and employer taxes and quarterly returns as required by State and Federal law; prepares annual W-2's; assists with payroll upgrades and testing; responds to questions or complaints from employees requiring interpretation of complex laws, rules and regulations governing City payrolls; researches payroll problems; investigates and completes forms or composes correspondence concerning employment and income verification; maintains confidentiality of information; prepares commercial demands for Council; participates in document research for off-site storage areas; assists with special accounting projects; types memos and correspondence and other communication data; may supervise the work of other Account Clerks and performs related duties as required.

EMPLOYMENT STANDARDS

Training & Experience - Graduation from high school, or GED equivalent, with supplemental course work in bookkeeping or accounting, and three years of financial/account clerk experience, including duties involving payroll, municipal budgeting and record keeping, public contact, use of 10-key calculator, business machines, financial typing and operating a personal computer. Experience with PeopleSoft Financials and Human Resources systems highly desirable. Must type accurately at a net speed of 40 words per minute.

Knowledge & Abilities - Knowledge of: The procedures and practices of accounting principles including payroll preparation, accounts payable and accounts receivable; operating personal computers systems and data entry techniques; familiarity with computerized financial accounting software; City policies, State and Federal laws, regulations and reporting requirements related to payroll, retirements and other fringe benefits; modern office methods, procedures and equipment, filing methods; record keeping to maintain accurate information in alphabetical, chronological and/or numerical order; elements of proper English usage, vocabulary, and spelling; interpersonal skills using tact, patience and courtesy. **Ability to:** Perform complex calculations on a 10-key calculator by touch; record and input data quickly and accurately; make manual arithmetical calculations with speed and accuracy; read, interpret, apply and explain City policies, laws regulations and reporting requirements; handle large sums of cash with integrity; identify discrepancies and balance accounts; operate a computer and other office equipment; work with frequent interruptions; proofread to identify errors in spelling, grammar, punctuation, English usage and statistics; type accurately; effectively present instructions and information, in writing and verbally, to the public, outside agencies, and fellow employees; prioritize and schedule workload to ensure completion within deadlines; follow verbal and written instructions with minimum supervision; establish and maintain effective working relationships with fellow employees, supervisors and the general public; and safely operate a City vehicle.

Licenses and Certificates - Possession of a valid California Class "C" driver's license.

WORKING CONDITIONS

Work is performed in an office environment and in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in a business office environment. Physical demands are moderate, consisting of lifting of storage boxes and data binders, entering data into a computer for extended periods of time. Incumbent must be able to see and hear in the normal range with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

APPROVED: _____


DIRECTOR OF HUMAN RESOURCES

DATE REVISED: January 9, 2002

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position

MS.j.d Senior Account Clerk 1-9-02